

## MEMORANDUM OF AGREEMENT

This agreement is made and entered into by and between the Oak Ridge Operations Office and the Office of Scientific and Technical Information, U.S. Department of Energy and the Office and Professional Employees International Union, Local Number 268. This agreement is effective upon signing.

1. ORO & OSTI management agree that information which, in accordance with the terms of the Negotiated Agreement, shall be sent to "the Union", will be sent directly to Phillip Pope or the current Business Agent, OPEIU, Local 268. Hard copies of written material will be mailed or faxed; information and formal communications with the Union will not be sent electronically.
2. ORO & OSTI management agree that information which, in accordance with the terms of the Negotiated Agreement, shall be sent to "the Chief Steward" will be sent directly to Dolores Henry, Evaluation and Control Division, DOE or the current Chief Steward. Hard copies of written material will be mailed or faxed; information and formal communications with the Union will not be sent electronically.
3. OPEIU officials and representatives agree that formal communications with management, including comments on draft DOE Orders, requests for discussions or negotiations on Employer proposals for change during the term of the Agreement, requests for data and information related to the bargaining unit, and proposals will be sent directly to Nina Boyer or the Principal Point of Contact through the Business Representative, OPEIU, Local 268. Such communications will be in writing and mailed or faxed; information and formal communications with the Employer will not be sent electronically.
4. If either party has concerns about compliance with the provisions of this MOA, such concerns will be addressed to the Chief Steward and the Principal Management Contact, who will work to resolve the issues to the satisfaction of both parties.

FOR: Department of Energy

*Don Jay* 5/7/97  
Signature Date

*Nina Boyer* 5/7/97  
Signature Date

*J K Williams* 5/7/97  
Signature Date

FOR: Office and Professional Employees  
International Union, Local 268

*Phillip Pope* 5-7-97  
Signature Date

*am Dalton Cape* 5-7-97  
Signature Date

*Dolores Henry* 5/7/97  
Signature Date